

CONTROL NO.

REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR/EA - 4

1. TITLE OF REPORT (If a fill-in report include Form No.)

Program Call - (Five Fiscal Years)

2. TYPE
OF
REPORT
☒ STATISTICAL
☒ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

☒ TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

Training Support

4. NO. OF COPIES PREPARED

12

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annual

6. DISTRIBUTION (No. of components not number of copies)

2

7. FORMAT (memorandum, form computer print-out, etc)
narrative - bound in
hard cover

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

CIA Executive Director-
Comptroller

10. PREPARING COMPONENT (include lowest level contributing information to report)

EA/Plans

11. FEEDER REPORTS (State total number and identify by Title, STAT Form No., or nomenclature. Attach separate sheet if necessary.)

8 (OTR Schools and Staffs including the

STAT

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-18	17.00		16 hrs.		272.00		1		\$ 272.00
GS-17	16.70		16 hrs.		267.20		1		267.20
GS-16	14.50		16 hrs.		232.00		1		232.00
GS-14	11.00		210 hrs.		2,310.00		1		2,310.00
GS-14	11.00		30 hrs.		330.00		1		330.00
GS-13	9.10		180 hrs.		1,638.00		1		1,638.00
GS-07	4.50		100 hrs.		450.00		1		450.00
GS-05	3.60		90 hrs.		324.00		1		324.00

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$5,823.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Support to CIA's Congressional Budget, and projection of budget requirements.
 First Program Call submitted by OTR in March 1966 per direction from Executive Director-Comptroller.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS ☐ OTHER (explain)

MAN-HOURS

DOLLARS

☐ CHANGE

0

0 STAT

☐ DISCONTINUE

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

12 October 70

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O/EA/Plans